

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-049 **Issue Date:** 04-11-14 **Closing Date:** 04-24-14

Accounting Advisor
Area Agency on Aging (AAoA)
Department of Human Services
Hourly Wage: \$16.85/Full-Time/Regular

Establishes and maintains accounting records for the AAoA Program, ensuring accounting compliances are implemented pursuant to established rules and regulations, maintaining accurate and comprehensive audit records. Included will be all the State, Federal and Tribal required reports in each contract and/or grant(s) associated subcontractors and other Tribal financial reports. Collaborates with appropriate programs on fiscal matters.

Knowledge, Skills and Abilities:

- Knowledge of basic principles, practices and procedures of governmental accounting.
- Knowledge of basic grant and contract policies and procedures.
- Knowledge of the Personnel Policy Manual, Supervisory Manual, Compensation Manual, Master Class Title/Code/Pay Range Listing, Finance Manual, Drug and Alcohol Procedures manual, and AAoA Internal Controls.
- Knowledge of supervisory and management principles and practices.
- Knowledge and proficiency use of a computer and assorted software including: JD Edwards, Word, Excel, Power Point, and Access.
- Ability to plan, prioritize, and organize work to complete assignments in a timely manner.
- Ability to establish and maintain effective working relationships with other department staff, supervisors/managers, elected officials, outside agencies, and the public.
- Ability to work closely with all AAoA staff to ensure a positive work environment.
- Ability to classify accounting transaction, maintain and reconcile accounting, close-out accounts and prepare reports and statements.
- Ability to remain flexible to changes in assignments or situations, priorities and handle frequent interruption.
- Ability to communicate effectively, orally and in writing, with all levels of personnel including employees, supervisors, elected officials, etc.
- Ability to work independently and productively with minimal supervision.

General Recruiting Indicators:

- Minimum of a Bachelor's Degree in Accounting, Business Management Administration or Finance and have one year experience in an accounting position. Four years of increasing levels of professional experience in fiscal management with State, Federal, and Tribal accounts in complex accounting and/or high recommendations from references may be substituted for education.
- Required to pass a pre-employment drug and alcohol test.

Special Requirements:

- Must possess a valid Washington State Driver's License with the ability to obtain a Tribal Driver's Permit.
- Must maintain personal vehicle liability insurance.
- Required to learn the State ADSA system.
- Required to successfully pass background check.